

Scoil Eoin Phóil

Remote Teaching and Learning Plan

1. Introduction

We have formulated this policy to outline how the school will maintain the link between school and home in the event of another whole or partial school closure. We aim to continue to communicate with our pupils through various means including online learning platforms.

We recognise that online safety is of huge importance and the aim of this document is to help to protect both school staff and pupils, while teaching and learning online.

This policy does not replace our Internet Acceptable Use Policy or Mobile Phone/Digital Devices Policy. It is, instead, an important addition to the area of learning from a digital platform. The policy should be read in conjunction with our Code of Behaviour Policy and Anti-Bullying (including Cyber Bullying) Policy and Child Safeguarding and Protection Policy.

This policy also seeks to ensure that remote learning is safe for all of our pupils and that personal and sensitive data is protected under GDPR legislation. Schools must ensure that learning takes place in an environment that is respectful and fair and meets its statutory duties.

This Policy has been formulated in accordance with the provisions of the Department of Education and Skills and relevant sections of:

- a) The Education Act (1998)
- b) Education (Welfare) Act (2000)
- c) Equal Status Act (2000)
- d) Education for Persons with Special Educational Needs Act (2004)
- e) Disability Act (2005)
- f) Children First Act (2017)
- g) GDPR
- h) Data Protection Act (2018)
- i) Department of Education: Child Protection Procedures for Primary schools
- j) NEWB Guidelines for Developing a Code of Behaviour (2008).
- k) DES Guidance on Continuity of Schooling for Primary Schools (May 2020)
- l) DES Guidance on Continuity of Schooling: *Supporting Primary Pupils at very High Risk to Covid 19* (August 2020).
- m) Guidance on Remote Learning in a COVID-19 Context: September – December 2020

This is a working document. As we continue to explore options available to support distance learning, the document will be updated accordingly.

2. Context

Teaching and Learning is always evolving, Advances in technology mean that classes can be delivered remotely. However, whether a child is being directed remotely or via a traditional classroom environment, it is very important that all partners in the process are aware that once a learning exchange takes place between a pupil and teacher, whether at home or school, the same statutory rules apply i.e. the school's Code of Behaviour and all of the school's policies.

Scoil Eoin Phóil uses a variety of child friendly, online tools, which assist in providing more effective teaching and learning, while also enabling greater communication between staff, families and pupils.

3. Guidelines for good online communication in Scoil Eoin Phóil

1. Under no circumstances should pictures or recordings be taken of video /Zoom calls.
2. Staff, families and pupils are expected to behave in an appropriate, safe, respectful and kind manner online.
3. It is the duty of parent(s)/guardian(s) to supervise children while they are working online and to ensure that any content submitted to their teacher is appropriate.
4. Staff members will communicate with pupils and their families through the SEESAW app and through the class email.
5. Any electronic forms of communication will be for educational purposes and to allow for communication with families.
6. Pupils and staff will communicate using tools which have been approved by the school and of which parent(s)/guardian(s) have been notified (Seesaw, Zoom, school email addresses)
7. Parental permission will be acquired before setting up a profile for a pupil on a communication forum.
8. For video/Zoom calls, parental permission is required
9. For security reasons, passwords will be provided to families, where applicable.
10. Scoil Eoin Phóil cannot accept responsibility for the security of online platforms, in the event that they are compromised.

4. Media which the school will use

Scoil Eoin Phóil will use various platforms for communicating and connecting with families/pupils. Our 'Remote Teaching and Learning Plan' will include a combination of assigned work, pre-recorded lessons (Seesaw) and occasional live sessions, e.g. Class Assembly (Zoom).

School Email

- Staff will communicate regularly with parent(s)/guardian(s) and pupils via the school email address.

- Each teacher will be assigned a class e-mail address through which he/she will communicate with parent(s)/guardian(s) and vice-versa.
- Parental **queries** will be addressed during school hours only (9:20-3:00) and should relate strictly to your child's teaching and learning. **Queries** received after school hours will not receive a response until the following day.

Seesaw

The Seesaw Class App is for our pupils to connect to their folder. It is used by the teacher to assign and correct work. The children have the option of uploading items to their folder for their teacher to see.

This app is used from Junior Infants – Sixth Class and requires a QR which can be accessed through the school email.

Parental consent is required prior to using this app. Each child will be assigned an individual access code. Unfortunately, single family log in is not facilitated on Seesaw.

Some lessons will be pre - recorded and uploaded via Seesaw.

Work will be posted daily with the emphasis on the 3 core subjects – English, Irish and Maths. The other subjects will be addressed in line with time allocations in the Primary School Curriculum.

For [Seesaw Protocols see Appendix 1](#)

Zoom

Zoom is a video-conferencing platform which will enable teachers, staff and pupils to connect via a live link. Teachers will occasionally connect with pupils for class assembly, using pre-arranged Zoom Meetings. See Scoil Eoin Phóil's Acceptable Use Policy and Zoom Protocols, Appendix 2 for good practices and rules in relation to Zoom.

For [Zoom Protocols see Appendix 2](#)

5. Remote Teaching and Learning Protocols for Pupils

1. Check assigned work daily
2. Communication, as far as possible, should only take place during normal school hours (9.20 – 3 p.m.)
3. The normal school calendar will apply – work will not be assigned for weekends or holiday periods.
4. The following school policies apply to remote teaching and learning:
 - a. Code of Behaviour

- b. Anti- Bullying Policy
 - c. Internet Acceptable Use Policy
 - d. Child Protection and Safeguarding Statement
5. Teaching and Learning best practice will continue to apply, with pupils expected to present all assignments to the best of their ability and on time.
 6. In so far as possible, provision for SEN students will be made using Remote Learning methodologies.
 7. In so far as possible, provision for pupils at very high-risk to Covid 19 will be made using Remote Learning methodologies.

6. Rules for pupils using online communication

For submitting learning:

1. Submit work and pictures that are appropriate - have an adult take a look at your work before you send it.
2. Pupils will be expected to submit specific content – please read carefully what is being asked as happens in class. For example, if the class teacher asks you for one photo to be uploaded, submit just the one photo.
3. Use kind and friendly words.
4. Do not change your background or name on the Seesaw app.
5. Submit all your work to the best of your ability.
6. Submit your work, as far as possible, on time.

For video calls/Zoom:

See Appendix 2 Zoom Protocols

7. Remote Teaching and Learning Guidelines for parent(s)/ guardian(s)

For learning

1. It is the responsibility of parents and guardians to ensure that pupils are supervised while they work online.
2. Please check the work which your child sends to their teacher, ensuring that it is appropriate and is what is required.
3. As far as is possible, work should be submitted during school hours. As parent(s)/guardian(s) circumstances may differ, this may not always be possible.
4. Talk to your child about assigned work on a regular basis.
5. Encourage your child, as far as possible, to complete the assigned work independently.
6. Continue to revise online safety measures with your child/ren.
7. Please contact the teacher if your child is sick and unable to complete assigned work.
8. The health and wellbeing of all is paramount. Circumstances may change for any of us unexpectedly, teachers or parent(s)/guardian(s) so please keep schooling in perspective and do not allow anything school related to impinge on your child negatively. You are the primary educator of your child and you make those calls. We

encourage a little work every week day to maintain good routine. We provide work and guidance and ask parent(s)/guardian(s) and pupils to do their best.

8. Remote Teaching and Learning Protocols for Teachers/SNAs

1. Check uploaded work regularly
2. Communication from teachers, as far as possible, will take place during normal school hours. As every teacher's circumstances are different, however, teachers may have to send assignments/comments outside of school hours.
3. The normal school calendar will apply – school work will not be assigned at weekends or during school holidays.
4. The following school policies apply to remote teaching and learning:
 - a. Child Protection Policy
 - b. Data Protection Policy
 - c. Acceptable Use Policy
5. Teaching and Learning best practice will continue to apply with pupils expected to present all assignments to the best of their ability and on time.
6. Where a pupil has not been in contact for 3 days, the teacher will send an email to parent/guardian, followed by a phone call.
7. Where a child has not been in contact for a week, the Principal will contact the parent/guardian.

9. Remote Teaching and Learning Provision specifically for the following Covid 19 related scenarios

Provision for children who are at very high risk to Covid 19:

The school will engage directly with relevant parent(s)/guardian(s) regarding remote educational provision for children who are deemed to be at very high risk to Covid-19 (see HSE Guidelines) where medical certification has been provided to the school.

Provision for all other children who are instructed to self-isolate by their GP or HSE Public Health.

Educational provision will be provided as follows:

- 1. Children who are awaiting Covid 19 test results for themselves or a family member and have been instructed by their GP to isolate at home for a few days.**

These pupils will be supported to catch up on their learning on their return to school.
- 2. Children isolating at home on instruction from their GP due to a confirmed case within their own family/close contact outside of school (14 day isolation period).**

Teacher will link in with the pupil via email/SeeSaw
- 3. Where a school POD (group of six) has been instructed by HSE Public Health to self-isolate.**

Teacher will link in with the pupils via email/See-Saw

4. Where a school bubble (whole class) has been instructed by HSE Public Health to self-isolate (14 day isolation period).

Teacher will engage with the bubble daily on email/ Seesaw daily

5. Where a whole school closure occurs as instructed by HSE Public Health (duration of closure will be advised by Public Health)

- Class Teacher and SET teacher (if the pupil is accessing support) will engage with pupils, using a blended approach of pre-recorded audio/video lessons, email, online resources and Seesaw daily.
- Depending on the length of the school closure, there may be occasional contact on Zoom.
- Teachers will assign 2/3 lessons (generally English, Irish and Maths) daily and assign work in the other subject areas (SPHE, Geography, History, Science, (SESE) Music, Art, PE, Religion) on a regular basis.
- Pupils will, as far as possible, submit 2 specific pieces of work each day.
- SET teachers will continue to engage with pupils as frequently as they would during the in - school day/week.
- Corrections/Feedback
Teachers will provide feedback to pupils on 2 pieces of work each day via Seesaw/voice notes/email/corrections sheets
- Spelling/Dictation/Tables/Vocabulary Tests will continue on Fridays.

Please note that the current situation is quite fluid and these circumstances may vary throughout the year.

10. Summary:

1. Do what you can, within your circumstances.
2. There will be no school work set for planned school closures/holidays. There will be no interaction during these times.
3. Please keep abreast of school emails - it is our main mode of communication.
4. We ask parent(s)/guardian(s), pupils and teachers to ensure protocols are adhered to at all times.
5. If you have yet to connect to any of the on-line platforms (Seesaw, etc) please do so. If you are experiencing difficulties, please email the school and we will assist you in any way that we can. Please contact the school with any further queries you may have.

We ask all in the school community to adhere to the above guidelines for everyone's safety and welfare.

Signed: 

Chairperson

Recommended Apps

In addition to a plan of work for your child/children, we suggest the following Apps which your child could use if looking for extra activities. They are helpful but not essential.

- Cúla 4: Excellent for younger pupils for Irish vocab – very child friendly. There are also videos of your children’s favourite cartoons here ‘as Gaeilge’ which would be useful to watch occasionally to keep up with Irish.
- Doulingo: most suitable from 2nd class upwards. Excellent app. Tests your child’s Irish ability level at the start and they work at their own level for 10 mins daily.
- Mathduel: For tables. Fun and interactive.
- Starfall: For spellings. Again, very child friendly and useful to maintain progress in spellings without feeling like schoolwork.
- Jolly Phonics App: to continue phonics learning for Infant classes.
- Dolch words Apps (there is a wide range available): for the development of sight words.
- Nessy Apps: reading for pupils with dyslexia or difficulties.
- PinkFong: Digital stories for Infant classes. Excellent and engaging.
- Khan Academy: Useful for maths for older pupils especially.
- Kahoot: for general knowledge and quizzes.
- Toontastic: probably the best app ever for digital storytelling – pupils can devise their own digital story, picking a range of characters, settings, even musical background. They plan a beginning, middle and end to their story and can record their own voices to tell the story.
- Puppetpals: similar to Toontastic – useful for younger pupils. They can record themselves telling the story also.
- Lightbot – a Coding app – excellent for all ages.

Useful Websites

- trte.rte.ie/news2day - watch news from Ireland at 4.20pm every weekday
- www.gonoodle.com - if you want to do exercises or some mindful activities

- www.cula4.com/en - television programmes in Irish
- www.scoilnet.ie - choose a subject at your level.
- www.twinkl.com - choose work for your class level
- www.growinlove.ie - to continue work in Religion.
- www.stories.audible.com - to listen to audio books. They even have stories in different languages!
- www.starfall.com - phonics website

Appendix 1

Scoil Eoin Phóil Seesaw Protocol

- 1. Schoolwork will be assigned through the Seesaw app**
- 2. Parent(s)/Guardian(s) must give permission for their child/ren to use the Seesaw App.**
- 3. Teachers will adjust their settings on the class Seesaw app so children will not be able to see other children's work.**
- 4. Teachers must approve posts and children will not be facilitated to comment on other people's posts.**
- 5. Work is to be submitted to the teacher(s) by the child's parent/guardian via the Seesaw app.**
- 6. Children should, as far as possible, complete the assigned work independently.**
- 7. Where possible, do not include an image of the pupil in photos or audio.**
- 8. Pupils should read the assigned work/activity carefully. Do what the activity requires e.g. if it asks for one photo, please submit just one photo.**
- 9. It is the responsibility of the parent/guardian to monitor the work submitted to the teacher.**

10. Work submitted to Seesaw will be corrected by teachers via the Seesaw app.

Appendix 2

Scoil Eoin Phóil Zoom Protocol

- 1. Zoom will only be used as a method of communication where parent(s)/guardian(s) have given consent.**
- 2. An invitation to attend the Zoom call will be sent to the parent's/ guardian's email address as recorded on Aladdin**
- 3. At least two staff members will attend a Zoom call.**
- 4. During the Zoom call, pupils are not to be left unsupervised. For child protection, pupils should be supervised by a parent/guardian or responsible adult at all times.**
- 5. Under no circumstances, can videos be recorded, or pictures taken of video chat.**
- 6. The main purpose of the video call is to connect with each other on a social level**
- 7. Please be aware that when participating in group video calls, you can be seen and heard unless you are muted or have disabled your camera. The teacher will initially mute all participants at the beginning of the call.**
- 8. To ensure safety it is very important not to share the Zoom password and code with anybody else.**
- 9. You will automatically enter a waiting room when this code is entered before the meeting. Please note that teachers will only accept users into the video call if you can be identified by the display name on your zoom account. Please do not include child's name or inappropriate names on the account.**
- 10. Even though it is possible for participants to use Zoom without entering their display name, the class teacher will only accept entry to people to whom he/she has provided meeting ID's and passwords. This will increase safety for everyone and ensure that there are no unwanted guests.**
- 11. Please note that if you are late for a scheduled meeting, the meeting will be locked and you will be unable to enter. This is to ensure that the class teacher has time to verify your email address before admitting entry. Please request to join the Zoom call approximately five to ten minutes before meeting. This will give the teacher time to verify your email address.**
- 12. Participants in the call should**
 - i. be dressed appropriately.**
 - ii. raise your hand before speaking, just like you would do in class**
 - iii. speak in your normal speaking voice (no shouting)**
 - iv. listen to others when they are speaking**
 - v. have an appropriate background/room for the video call**
 - vi. not change virtual backgrounds or use the chat feature unless invited to by the teacher**
 - vii. not leave the room or speak on another device.**
- 13 Scoil Eoin Phóil's Code of Behaviour applies during the call. Inappropriate behaviour/ language will not be tolerated.**
- 13. For detailed information on GDPR and Zoom, please visit <https://zoom.us/privacy>**
- 14. Participation in a Zoom call is completely optional and if you do not wish to use Zoom, that is acceptable.**

Please note that any breach of the above guidelines will result in a discontinuation of this method of communication.